

Position Title: DEPUTY DIRECTOR, PLANNING AND SUPPORT SERVICES

Department: CALIFORNIA GAMBLING CONTROL COMMISSION

Final Filing Date: Tuesday, May 5, 2009

Bulletin ID: 04222009_1

The Above-Named Examination Bulletin is Amended as Follows:

NOTE: THIS IS AN AMENDED EXAMINATION ANNOUNCEMENT TO CORRECT OMISSIONS IN THE PREVIOUS ANNOUNCEMENT.



CALIFORNIA GAMBLING CONTROL COMMISSION CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA GAMBLING CONTROL COMMISSION	RELEASE DATE:	Wednesday, April 22, 2009
POSITION TITLE:	DEPUTY DIRECTOR, PLANNING AND SUPPORT SERVICES	FINAL FILING DATE:	Tuesday, May 5, 2009
CEA LEVEL:	CEA 1	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 6,173.00 - \$ 7,838.00 / Month	BULLETIN ID:	04222009_1

POSITION DESCRIPTION

Under the general administrative direction of the Executive Director and the Commissioners, the CEA 1 is responsible for the administrative service functions for the Commission, which include human resources, fiscal, business services, procurement and information technology management. This position oversees the collection and disbursement activities for the Commission. These collection and disbursement responsibilities are associated with the Revenue Sharing Trust Fund for which the Commission acts as trustee. These funds are to be disbursed to non-compact or non-gaming tribes on a quarterly basis. It is critical that the monies deposited in to the Fund are appropriately accounted for and disbursed according to compact language and Commission regulations to avoid the potential for lawsuits and adverse reaction toward the Commission and Governor. The position also functions as the administrator for the Gambling Control Fund. The CEA 1 is responsible for all strategic planning activities of the Commission, including the development and oversight of detailed work plans and a tracking system to ensure the Commission successfully reaches its goals.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

- (1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.
- (2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and

control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by the quality and breadth of experience, the following factors will provide the basis for competitively evaluating each candidate:

- Experience working with an active public board or commission.
- Demonstrated communication and negotiating skills, and experience presenting issues before a wide range of audiences including a board or similar body.
- Management experience with responsibility for administering aspects of administrative support services including, one or more of the following: human resources, fiscal management, procurement and information technology management.
- Leadership skills, particularly in the area of policy formulation and development, including the demonstrated ability to develop planning documents, including strategic plans, facilitate the establishment of priorities and provide direction to ensure goals are accomplished.
- Management team experience demonstrating leadership, creativity, sound judgment, accountability, and the ability to create and sustain a shared vision for an organization, and build trust and effective teams.
- Demonstrated ability to coach and mentor employees to create a work environment that stimulates learning, encourages growth, and recognizes individual achievements to ensure peak performance.
- Ability to gain the confidence of management regarding administrative management advice provided to them.
- Experience using interpersonal communication skills or techniques with internal and external stakeholders, including familiarity and ability to deal with state control agencies associated with administrative support functions.
- Experience advising high level executive staff in the areas of Human Resources, Fiscal, Business Services, Information Technology or Procurement including policy recommendations.
- Demonstrated capacity to work cooperatively and promoting partnerships with executive and management staff, other public governmental agencies, and private entities.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **DEPUTY DIRECTOR, PLANNING AND SUPPORT SERVICES**, with the **CALIFORNIA GAMBLING CONTROL COMMISSION**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application, resume, and Statement of Qualifications evaluation and responses from at least three references designated by the applicant. The Statement of Qualifications will be used to evaluate your experience as it relates to the "Desirable Qualifications" listed below, and may also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance. Applicants must provide the names, addresses, telephone numbers and email addresses for at least three references that will be able to validate the information presented in each applicant's application, resume and Statement of Qualifications. The information provided in the application, resume, Statement of Qualifications and responses from applicant's designated references may be the only basis for your final score and rank on the eligible list. Interviews may be conducted as part of the examination process. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.) All applicants will be notified of the results. The results of this examination may be used to fill subsequent vacancies in this position within the next twelve months. To obtain list eligibility, a passing score of 70% must be obtained.

FILING INSTRUCTIONS

PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length with a font no smaller than 10 pitch.
- Resumes do not take the place of the Statement of Qualifications.
- Applications submitted without a Statement of Qualifications will be rejected from this examination.
- Statement of Qualifications submitted without specific examples for each Desirable Qualification factor may be given a disqualifying score.
- Please provide a resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment, and education relevant to the Minimum Qualifications listed above.
- Applicants must provide at least three references that will be able to validate the information presented in each applicant's application.

Applications must be submitted by the final filing date to:

CALIFORNIA GAMBLING CONTROL COMMISSION, Support Services Division, Human
Resources Unit
2399 Gateway Oaks Drive, Suite 220, Sacramento, CA 95833
Ali Patino | 916-274-0431 | apatino@cgcc.ca.gov

ADDITIONAL INFORMATION

PLEASE INDICATE ON YOUR APPLICATION THE COMPLETE EXAMINATION TITLE

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA GAMBLING CONTROL COMMISSION reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>